











WEST STOCKHOLM Docket: 1387207 - 13696

Postal Regulatory Commission
Submitted 10/12/2011 10:57:00 AM
Filing ID: 76612
Accepted 10/12/2011

*These are the 1st 18 documents that should be completed Scanned and sent to the MPOO for review

Page	Document		
1.	Request/approval to study for discontinuance (02/24/2011)	<input checked="" type="checkbox"/>	
2.	Notice (if appropriate) to Headquarters of suspension	<input checked="" type="checkbox"/>	
3.	Notice (if appropriate) to customers/district personnel of suspension	<input checked="" type="checkbox"/>	
4.	Highway map with community highlighted (02/25/2011)	<input checked="" type="checkbox"/>	
5.	Eviction notice (if appropriate) (02/25/2011)	<input checked="" type="checkbox"/>	
6.	Building inspection report and original photos of building deficiencies (if appropriate) (02/25/2011)	<input checked="" type="checkbox"/>	
7.	Post Office and community photos (03/24/2011)	<input checked="" type="checkbox"/>	
8.	PS Form 150, Postmaster Workload Information (03/04/2011)	<input checked="" type="checkbox"/>	
9.	Worksheet for calculating work service credit (02/28/2011)	<input checked="" type="checkbox"/>	
10.	Window transaction record (03/25/2011)	<input checked="" type="checkbox"/>	
11.	Record of incoming mail (03/25/2011)	<input checked="" type="checkbox"/>	
12.	Record of dispatched mail (03/25/2011)	<input checked="" type="checkbox"/>	
13.	Administrative postmaster/OIC comments (03/28/2011)	<input checked="" type="checkbox"/>	
14.	Inspection Service/local law enforcement vandalism reports (02/28/2011)	<input checked="" type="checkbox"/>	
15.	Post Office fact sheet (05/19/2011)	<input checked="" type="checkbox"/>	
16.	Community fact sheet (05/19/2011)	<input checked="" type="checkbox"/>	
17.	Alternate service options/cost analysis (04/04/2011)	<input checked="" type="checkbox"/>	
18.	Form 4920, Post Office Fact Sheet (05/19/2011)	<input checked="" type="checkbox"/>	
19.	Recommendation and Service Replacement Type (04/05/2011)	<input checked="" type="checkbox"/>	
20.	Questionnaire instruction letter to postmaster/OIC (04/19/2011)	<input checked="" type="checkbox"/>	
21.	Cover letter, questionnaire, and enclosures (04/15/2011)	<input checked="" type="checkbox"/>	
22.	Returned customer questionnaires and Postal Service response letters (04/15/2011)	<input checked="" type="checkbox"/>	
23.	Analysis of questionnaires (05/17/2011)	<input checked="" type="checkbox"/>	
24.	Community meeting roster (05/12/2011)	<input checked="" type="checkbox"/>	
25.	Community meeting analysis (05/12/2011)	<input checked="" type="checkbox"/>	
26.	Community meeting letter (Need to set before questionnaire if not held before) (04/14/2011)	<input checked="" type="checkbox"/>	
27.	Petition and Postal Service response letter (if appropriate) (05/11/2011)	<input checked="" type="checkbox"/>	
28.	Congressional inquiry and Postal Service response letter (if appropriate) (05/09/2011)	<input checked="" type="checkbox"/>	
29.	Proposal checklist (05/19/2011)	<input checked="" type="checkbox"/>	
30.	District notification to Government Affairs (05/21/2011)	<input checked="" type="checkbox"/>	
31.	Instructions to postmaster/OIC to post proposal (05/19/2011)	<input checked="" type="checkbox"/>	
32.	Invitation for comments exhibit (05/21/2011)	<input checked="" type="checkbox"/>	
33.	Proposal exhibit	<input checked="" type="checkbox"/>	
34.	Comment form exhibit (05/19/2011)	<input checked="" type="checkbox"/>	
35.	Instructions for postmaster/OIC to remove proposal (07/15/2011)	<input checked="" type="checkbox"/>	
36.	Round-date stamped proposals and invitations for comments from affected offices ()	<input type="checkbox"/>	
37.	Notification of taking proposal and comments under internal consideration (07/15/2011)	<input checked="" type="checkbox"/>	
38.	Customer comments and Postal Service response letters (05/18/2011)	<input checked="" type="checkbox"/>	
39.	Premature Postal Regulatory Commission appeal and Postal Service response letter (if appropriate) ()	<input type="checkbox"/>	
40.	Analysis of comments ()	<input type="checkbox"/>	
41.	Revised proposal (if appropriate) ()	<input type="checkbox"/>	
42.	Updated PS Form 4920 (if appropriate) (05/19/2011)	<input checked="" type="checkbox"/>	
43.	Certification of record ()	<input type="checkbox"/>	
44.	Log of Post Office discontinuance actions ()	<input type="checkbox"/>	

Below is the letters that need to go out and forms to complete for Posting the Final Determination for WEST STOCKHOLM

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*These are the 1st 18 documents that should be completed Scanned and sent to the MPOO for review			Return to Flow
Page	Document		
41.	Revised proposal (if appropriate) (07/25/2011)	<input checked="" type="checkbox"/>	
42.	Updated PS Form 4920 (if appropriate) (07/29/2011)	<input checked="" type="checkbox"/>	
43.	Certification of record (07/25/2011)	<input checked="" type="checkbox"/>	
44.	Log of Post Office discontinuance actions (07/25/2011)	<input checked="" type="checkbox"/>	
45.	Transmittal to vice president, Delivery and Retail, from district manager, Customer Service and Sales (08/03/2011)	<input checked="" type="checkbox"/>	
46.	Headquarters' acknowledgment of receipt of record (08/14/2011)	<input checked="" type="checkbox"/>	
47.	Final determination transmittal letter from Headquarters (08/19/2011)	<input checked="" type="checkbox"/>	
48.	Instruction letter to postmaster/OIC on posting ()	<input type="checkbox"/>	
49.	Round-date stamped final determination cover sheets ()	<input type="checkbox"/>	
50.	Postal Bulletin Post Office Change Announcement ()	<input type="checkbox"/>	
51.	Vice president, Delivery and Retail, instruction letter (08/19/2011)	<input checked="" type="checkbox"/>	

FILE LINK

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02/24/2011

EDWARD PHELAN
DISTRICT MANAGER
ALBANY PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the 23 congressional district.

Post Office Name: WEST STOCKHOLM
Zip+4 Code: 13696-9998
EAS Level: 11
Finance Number: 359285
County: St Lawrence

Proposed Admin Office: POTSDAM PO
ADMIN Miles Away: 6.0
Near Office Name: NORWOOD PO
Near Miles Away: 6.0

Number of Customers:

Post Office Box: 107
General Delivery: 0
Rural Route (RR): 0
Highway Contract Route (HCR): 0
Intermediate RR: 17
Intermediate HCR: 0
City Delivery: 0
Total Customers: 124

ZIP Code Change: Yes ☐ NO ☒ ZIP Code

The above office became vacant when the postmaster was promoted on 06/25/2005.

this is a small level 11 office. The office has PO Boxes and an intermediate rural route (21 boxes) from the Potsdam Post Office (Admin office)

JEFFREY SANDS
Manager, Post Office Operations

Approval to Study for Discontinuance:

EDWARD PHELAN
DISTRICT MANAGER
ALBANY PFC

02/24/2011

DATE

cc: Area Manager, Public Affairs and Communication



Docket: 1387207

NOTICE OF POST OFFICE EMERGENCY SUSPENSION

A. Office

Name: WEST STOCKHOLM State: NY Zip Code: 13696
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: St Lawrence
EAS Grade: 11 Finance Number: 359285
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

• There was no Emergency Suspension for this office

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4080

Date: 03/24/2011
Fax No: (518) 464-7429



NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

A. Office

Name: WEST STOCKHOLM State: NY Zip Code: 13696
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: St Lawrence
EAS Grade: 11 Finance Number: 359285
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no Emergency Suspension for this office

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4080

Date: 03/24/2011
Fax No: (518) 464-7429



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Post Office™ Locations

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Post Office™ Locations near 13696



- 1

Post Office™
Location - WEST STOCKHOLM
9 LIVINGSTON RD
WEST STOCKHOLM,
NY 13696-9998
(800) ASK-USPS
(800) 275-8777
(315) 265-5487

1.7 mi

Business Hours
Mon-Fri
8:00am-12:00pm
1:00pm-4:45pm
Sat
8:00am-11:45am
Sun
closed

Services
[PO Boxes Online](#)

Service hours may vary. Please
check link for business hours.
- 2

Post Office™
Location - NORWOOD
34 S MAIN ST
NORWOOD, NY
13668-9998
(800) ASK-USPS
(800) 275-8777
(315) 353-2515

4.1 mi

Business Hours
Mon-Fri
8:30am-11:30am
1:00pm-4:30pm
Sat
9:00am-12:00pm
Sun
closed

Services
[PO Boxes Online](#)

Service hours may vary. Please
check link for business hours.
- 3

Post Office™
Location - NORFOLK
2 E HIGH ST
NORFOLK, NY 13667-
9998
(800) ASK-USPS
(800) 275-8777
(315) 384-4269

5.7 mi

Business Hours
Mon
10:00am-12:00pm
1:30pm-4:45pm
Tue-Fri
9:00am-12:00pm
1:30pm-4:45pm
Sat
10:00am-12:00pm
Sun
closed

Services
[PO Boxes Online](#)

Service hours may vary. Please
check link for business hours.

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Post Office™
Location -
POTSDAM
21 ELM ST
POTSDAM, NY 13676-9998
(800) ASK-USPS
(800) 275-8777
(315) 265-8614

5.8 mi

Business Hours
Mon-Fri
8:30am-5:00pm
Sat
9:00am-12:30pm
Sun
closed

Services
[Passport Application Services](#)
[PO Boxes Online](#)

Service hours may vary. Please check link for business hours.

5

Post Office™
Location - CPU
CLARKSON UNIVERSITY
10 CLARKSON AVE
POTSDAM, NY 13676-9211
(800) ASK-USPS
(800) 275-8777
(315) 268-6416

6.3 mi

Business Hours
Mon-Fri
8:00am-3:15pm
Sat
10:00am-12:00pm
Sun
closed

Post Office™ Locations near 13696

By City

WEST STOCKHOLM	NORWOOD	NORFOLK	POTSDAM	WINTHROP
--------------------------------	-------------------------	-------------------------	-------------------------	--------------------------

By ZIP Code

13668	13667	13676	13697	13678	13613	13672	13647	12965	13660
13621	12967	13625	13662	13687	13649	13617	13694	12930	12957

People and Business Search Find people and businesses at [WhitePages.com](#)

[People Search](#)
Search for a person and perform a reverse lookup on phone numbers and addresses.

[Business Search](#)
Search for a business by name or category nationwide.

[Reverse Phone Number](#)
See who is calling you



Eviction Notice

A. Office

Name: WEST STOCKHOLM State: NY Zip Code: 13696
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: St Lawrence
EAS Grade: 11 Finance Number: 359285
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no evction notice for this office

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4080

Date: 03/24/2011
Fax No: (518) 464-7429



Building Inspection Report

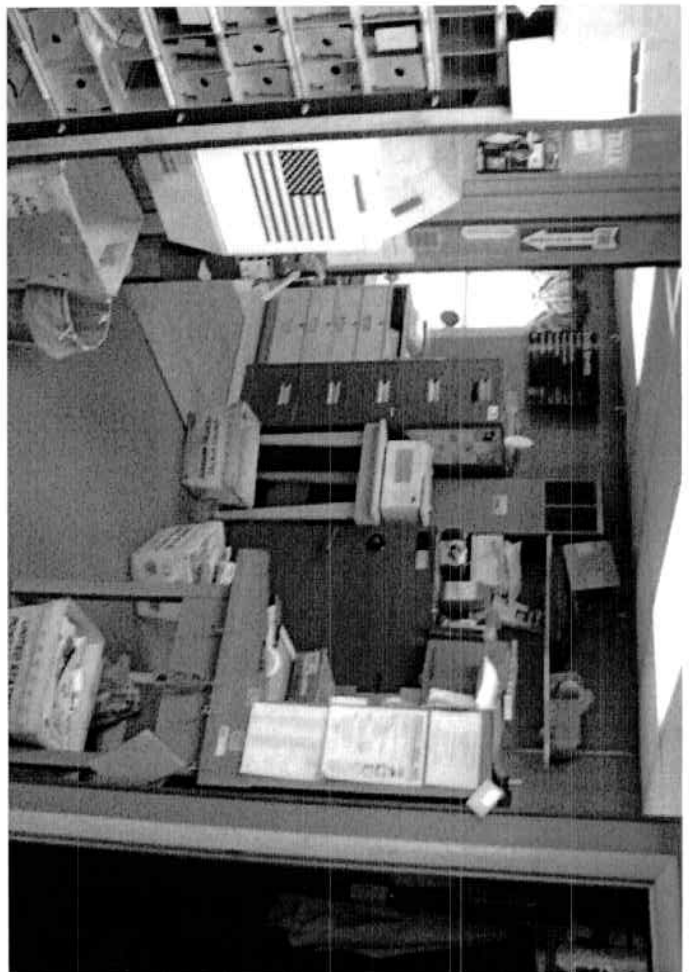
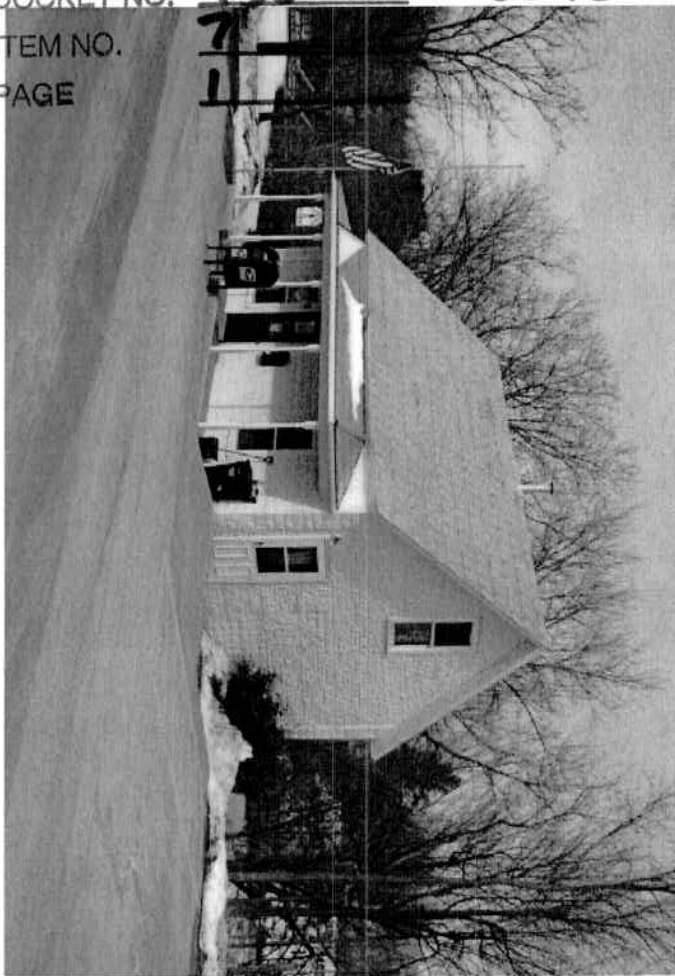
A. Office

Name: WEST STOCKHOLM State: NY Zip Code: 13696
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: SAINT LAWRENCE
EAS Grade: 11 Finance Number: 359285
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

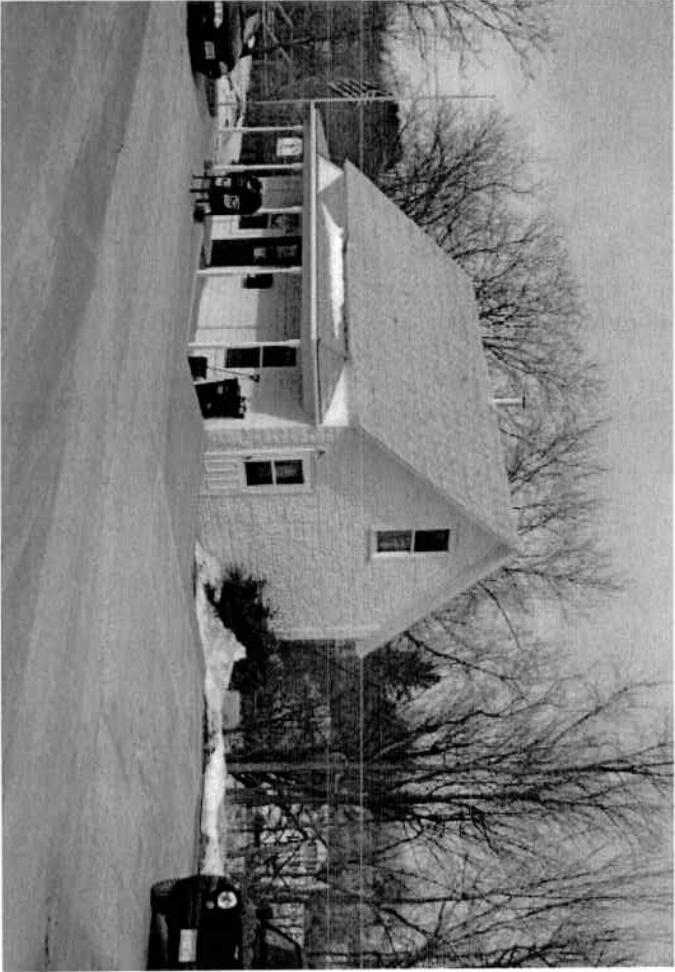
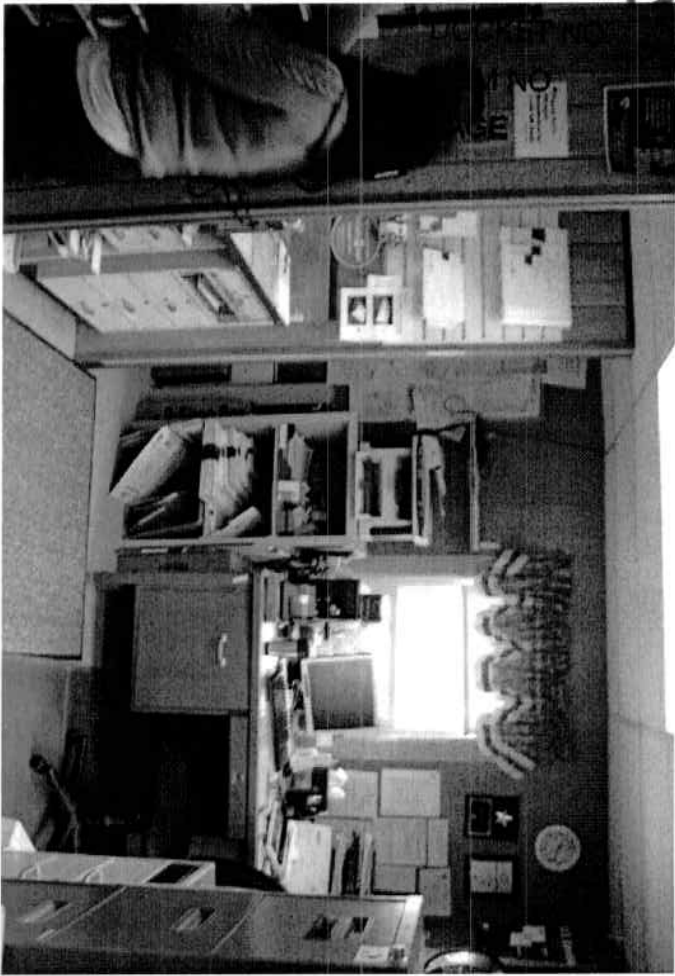
• There was no building inspection report nor photos for this office

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4085

Date: 09/29/2011
Fax No: (518)
464-7429



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PS Form 150, Postmaster Workload Information

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Post Office, State & Zip Code WEST STOCKHOLM, NY 13696		Postmaster's Signature QN66NB	Date 03/03/2011
District Office, State & Zip Code ALBANY PFC, NY 12288		District Manager's Signature KY2CNZ	Date 03/04/2011
(Check Box) <input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR		See Instructions on Reverse	
1. Current Office Level			11
2. Finance Number		(1-6)	359285
3. General Delivery Families Served		(7-9)	0
4. Post Office Boxes/Call Boxes Rented		(10-15)	107
5. Possible City Deliveries		(16-20)	0
6. Administrative Rural Boxes Served		(21-25)	0
7. Intermediate Rural Boxes Served		(26-30)	17
8. Administrative Responsibility form Intermediate Rural Boxes for Other Offices		(31-35)	0
9. Administrative Highway Contract/Star Route Boxes Served		(36-39)	0
10. Intermediate Highway Contract/Star Route Boxes Served		(40-43)	0
11. Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices		(44-47)	0
12. Number of Carrier Stations/Branches		(48-49)	0
13. Number of Finance Stations/Branches		(50-51)	0
14. Number of Contract Stations/Branches & Community Post Offices		(52-53)	0
15a. Does Office Experience A Seasonal Workload? (box one "Y" of yes, "N" for no) (If you answer "yes" of this question, complete 'Seasonal Workload' section on reverse.)		(54)	N
15b. Duration of Experience A Seasonal Workload? (minimum of 8 weeks)		(55-56)	0
16. Does Office Perform Outgoing Distribution for Other Offices?		(57)	N
17. Does Office Perform Incoming Distribution for Other Offices?		(58)	N
18. Does Office Perform Incoming Secondary Distribution for Other Offices?		(59)	N
19. Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?		(60)	Y
20. Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?		(61)	Y
21. Do You Have Responsibility for Vehicle Maintenance Facilities?		(62)	N
22. Does Your Office Have Administrative Responsibility for an Air Transfer Office?		(63)	N
23. Is Postmaster Lessor for Government Owned Building?		(64)	N
24. Does Office Have MPLSM/SPLSM?		(65)	N
25. Does Office Distribute Food Stamps?		(65)	N

PS Form 150, Postmaster Workload Information

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	Normal	During Seasonal Period
General Delivery Families Served	0	0
Post Office Boxes/Call Boxes Rented	107	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	17	0
Administrative Responsibility/Number Intermediate Rural Boxes	0	0
Administrative Highway Contract/Star Route Boxes Served	0	0
Intermediate Highway Contract/Star Route Boxes Served	0	0
Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes	0	0

Instructions

- Enter current evaluated office level.
- Enter the 6 digit post office finance number.
- Enter number of general delivery families served.
- Enter total number of post office boxes and call boxes rented. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
- Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, *Carrier Route Report*, for the previous accounting period.
- Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
- Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
- Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
- Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
- Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
- Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
- Enter the number of classified stations and/or branches that have carrier delivery service.
- Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
- Enter the total number of contract stations, rural stations and community post offices.
 - A contract station is a detached finance unit manned by non-postal employees.
 - A rural station is a post office box delivery unit serviced by a rural carrier.
 - A community post office is a contract unit which provides service in a small community.
- To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)

- Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?
- Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
- Does office separate incoming mail to carrier routes for other associate offices?
- Does office separate all incoming letter size mail to city, rural and/or star routes?
- Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
- Do you have a vehicle maintenance facility under your jurisdiction?
- Do you have an air transfer office under your jurisdiction?
- Do you occupy a government-owned building and lease a portion of the building to someone else?
- Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
- Does your office distribute food stamps?

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

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Item 9

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Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Office Name: WEST STOCKHOLM

Office Zip+4: 13696 -9998

District: ALBANY PFC

Activity WSCs

General Delivery Families Served (Item 3, PS Form 150)	0	X 1.0	=	0
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150)	107	X 1.0	=	107
Possible City Deliveries (Item 5, PS Form 150)	0	X 1.33	=	0
Administrative Rural Boxes Served (Item 6, PS Form 150)	0	X 1.0	=	0
Intermediate Rural Boxes Served (Item 7, PS Form 150)	17	X 0.7	=	12
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150)	0	X 0.3	=	0
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150)	0	X 1.0	=	0
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150)	0	X 0.7	=	0
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150)	0	X 0.3	=	0
Total Activity WSCs				119

Revenue WSCs

First	25 revenue units: 1.00	X 25 units	=	25.00
Next	275 revenue units: 0.50	X 59 units	=	29.50
Next	700 revenue units: 0.25	X 0 units	=	0.00
Next	5000 revenue units: 0.10	X 0 units	=	0.00
	Balance of revenue units: 0.01	X 0 units	=	0.00
Total revenue WSCs:				54.50

Activity WSCs 119 + Revenue WSCs = 54.50 Base WSCs 173.50 = EAS Grade 11

Previous evaluation: EAS grade 11

Effective date of change in service hours: _____ (if appropriate)
 (when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

NADINE TREMBLAY

NADINE.M.TREMBLAY@USPS.GOV

Printed Name

Signature

ALBANY PFC District Review Coordinator

02/28/2011

Title

Date

Window Transaction Survey

B92600

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record; PS Form 2007-B, Window Transaction Conversion; and PS Form 2007-C, Window Transaction Survey. Use hash marks (///) for daily entries in the columns. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

[illegible]

Survey of Incoming Mail

Survey of Incoming Mail
(Record in Pieces)

Post Office Name and Zip+4 WEST STOCKHOLM 13696 - 9998
Dates Recorded 03/05/2011 through 03/18/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 03/05	288	14	117	17	2	1	0	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	290	31	113	40	4	4	0	0
Tue - 03/08	220	26	10	9	0	2	1	0
Wed - 03/09	212	15	12	7	2	5	0	0
Thu - 03/10	260	24	60	36	1	4	0	0
Fri - 03/11	245	20	42	25	3	2	0	0
Sat - 03/12	284	15	115	17	2	0	0	0
Sun - 03/13	0	0	0	0	0	0	0	0
Mon - 03/14	397	31	359	17	3	2	0	0
Tue - 03/15	226	20	28	10	0	2	0	0
Wed - 03/16	227	14	115	9	5	0	0	0
Thu - 03/17	227	32	16	3	4	1	0	0
Fri - 03/18	278	6	27	2	6	2	0	0
TOTALS	3,154	248	1,014	192	32	25	1	0
Daily Average	262.8	20.7	84.5	16.0	2.7	2.1	0.1	0.0

Signature of Person Making Count: B92600
Printed Name: B92600
Date: 03/25/11

Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	227	Sequenced Flats	115

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

Survey of Dispatched Mail

Survey of Dispatched Mail
(Record in Pieces)

Post Office Name and Zip+4 WEST STOCKHOLM 13696 - 9998
Dates Recorded 03/05/2011 through 03/18/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 03/05	44	0	0	0	1	0	1	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	41	0	2	0	3	9	0	0
Tue - 03/08	13	2	7	1	0	4	0	0
Wed - 03/09	52	2	3	0	2	1	3	0
Thu - 03/10	56	0	3	3	3	0	3	0
Fri - 03/11	49	0	5	0	1	3	1	0
Sat - 03/12	34	0	3	0	1	2	0	0
Sun - 03/13	0	0	0	0	0	0	0	0
Mon - 03/14	62	0	4	0	3	1	0	0
Tue - 03/15	32	0	3	0	4	1	0	0
Wed - 03/16	24	0	3	0	2	2	0	0
Thu - 03/17	19	3	2	1	4	1	0	0
Fri - 03/18	38	6	17	4	5	2	1	0
TOTALS	464	13	52	9	29	26	9	0
Daily Average	38.7	1.1	4.3	0.8	2.4	2.2	0.8	0.0

Signature of Person Making Count: B92600
Printed Name: B92600
Date: 03/25/11



03/28/2011

OIC/POSTMASTER

SUBJECT: WEST STOCKHOLM Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the WEST STOCKHOLM Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the WEST STOCKHOLM Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to NADINE TREMBLAY by 04/11/2011. This information will be entered into the official record for public viewing.

Post Office Box	<u>107</u>
General Delivery	<u>0</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>17</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>124</u>

If you have any comments on alternate means of providing services to the WEST STOCKHOLM customers, please provide them below:

Rural route, except 12 E boxes, would have to be an RR extension

NADINE TREMBLAY

Post Office Review Coordinator

Comments:

cc: Official Record



Docket: 1387207

-13696

Item 14

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02/28/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the WEST STOCKHOLM Post Office, 13696 - 9998, located in St Lawrence County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

NADINE TREMBLAY
Post Office Review Coordinator
ALBANY PFC

NBR records of mail theft or vandalism: 3

Comments/Findings:

cc: Official Record



Docket: 138720-13696

Item 14

04/04/2011

Page 2

State Police

29 Stearns St

Massena NY 13662

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the West Stockholm, 13696 - 9998, located in St Lawrence County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date.

Thank you for your assistance in this matter

Nadine Tremblay

NADINE TREMBLAY

Post Office Review Coordinator

ALBANY PFC

Enclosure: Return Envelope

Nbr records of mail theft or vandalism: 0

Comments/Findings:

NONE Reported to this station

cc: Official Record

Post Office Survey Sheet

Post Office Name	<u>WEST STOCKHOLM</u>	ZIP+4	<u>13696-9998</u>
Congressional District	<u>23</u>	Date	<u>04/04/2011</u>

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.

None known

2. Is the facility accessible to persons with disabilities? ☒ Yes ☐ No

3. Lease terms? 30-day cancellation clause? Lease expires 06/30/2014 No termination clause

4. Are suitable alternate quarters available for an independent Post Office? If so, where?
Potsdam Post Office

5. List potential CPO sites.
n/a

6. Are there any postage meter customers or permit mailers? ☐ Yes ☒ No
If yes, please identify them by name and address.

7. Which career and noncareer employees will be affected and what accommodations will be made for them?
PM position is vacant. If there is a PMR, clerk or carriers, POOM will review vacancies elsewhere

8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?

HCR Stop eliminated Collect Box removed unless on carriers line of travel no lock pouch

How Post Office boxes are installed?	<u>304</u>
How Post Office boxes are used?	<u>107</u>
What are the window service hours?	<u>08:00 - 12:00 - 13:00 - 16:45 M-F</u>
	<u>08:00 - 11:45 S</u>
What are the lobby hours?	<u>08:00 to 17:00 M-F</u>
	<u>08:00 to 12:00 S</u>

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.
not known

Post Office Survey Sheet(continued)

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10.	What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)?	
	not known	
11.	List potential CBU/parcel lockers sites and distances from present Post Office site.	
	Village Market, about 1 mile	
12.	Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated?	
	not known	
13.	Rural delivery/HCR delivery.	
a.	What is current evaluation?	
b.	Will this change result in the route being overburdened?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If so, what accommodations will be made to adjust the route?	Add Aux or split if needed
c.	How many boxes and miles will be added to the route?	90, box 0 Miles
d.	What would be the additional annual expense if the route is increased?	13224
e.	What is the one-time cost of CBU/parcel locker installation (id appropriate)?	0
f.	At what time of the day does the carrier begin delivery to the community?	
	Will this delivery time be affected if the office is discontinued? (Y or N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If so, how?	0
14.	Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how (Cost)? <input checked="" type="checkbox"/> More <input type="checkbox"/> Same <input type="checkbox"/> Less	
	West Stockholm Group 5 Potsdam Group 4	

Community Survey Sheet

Community Survey Sheet

Post Office Name	<u>WEST STOCKHOLM</u>	ZIP+4	<u>13696-9998</u>
Congressional District	<u>23</u>	Date	<u>04/04/2011</u>

1. Incorporated? ☐ Yes ☒ No
Local government provided by: Town of Stockholm
Police protection provided by: State Police
Fire protection provided by: West Stockholm Vol FD
School location: Potsdam or St. Lawrence CSD
2. What population growth is expected? (Please document your source)
Projected Annual Household Growth Rate: -0.58% see attached Growth Rate
3. What residential, commercial, or business growth is expected? (Please document your source)
Projected Annual business Growth Rate: -0.58% see attached Growth Rate
History. (Are there any special historical events related to the community?
Are there any special community events to consider?
Is the Post Office facility a state or national historic landmark (see ASM 515.23)?
Check with the field real estate office when verification is needed.)
5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?
retirees, commuters, self-employed
6. Which nonpostal services are provided by the Post Office (e.g., public bulletin board, school bus stop, community meeting location, voting place, government form distribution center. Do employees of the office offer assistance to senior citizens and handicapped)?
What provisions can be made for these services if the Post Office is discontinued?
Public bulletin board

ZIP CODE DEMOGRAPHIC REPORT

Post Office Name: West Stockholm, NY
ZIP Code: 13696

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PAGE 2

Total Population:		Total Households:	
2010	165	2010	70
2015	158	2015	68

Projected Annual Household Growth Rate: -0.58%

Facility Planning 2010 Dataset

New ZIP Code Search

Highway Contract Route Cost Analysis Form

Highway Contract Route Estimated Cost for Alternative Service

Office Name: WEST STOCKHOLM

Office Zip+4: 13696 -9998 District: ALBANY PFC

1. Enter the number of additional
boxes to be added to the route 90 x 3.64 hours per year 327.60

2. Enter the number of additional
miles to be added to the route 0.00 x 10.40 hours per year 0.00

Total time added to the route 327.60

3. Enter the HCR hourly rate
(Contact Area Manager, Purchasing/Contracting
Officer) 35.00

Total additional compensation (HCR hourly rate x total time added to the route) 11,466.00

Rural Route Cost Analysis Form

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Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: WEST STOCKHOLM

Office Zip+4: 13696 -9998

District: ALBANY PFC

1. Enter the number of additional boxes to be added to the rural route

90

2. Enter the number of additional miles to be added to the route
Enter the volume factor

0.00

2.25

Total (additional boxes x volume factor) 202.50

3. Enter the number of additional boxes to be added to the rural route

90

Centralized boxes

0.00

x 1.00 Min

0.00

Regular L route boxes

0.00

x 1.82 Min

0.00

Regular Non-L route boxes

90.00

x 2.00 Min

180.00

Total additional box allowance 180.00

4. Enter the number of additional daily miles to be added to the rural route

0.00

x 12 Mileage Standard

0.00

Total additional minutes per week
(miles carried to two decimal places) 382.50

5. Total additional annual minutes (additional minutes per week year)

382.50

x 52 Weeks

19,890.00

6. Total additional annual hours (additional annual minutes/ 60 minutes per hour)

19,890.00

/ 60 Minutes

331.50

7. Enter the rural cost per hour (see national payroll summary report – rural carrier, consolidated)

39.89

Total Annual Cost (additional annual hours x rural cost per hour) 13,223.54

8. Enter lock pouch allowance (if applicable)

0.00

Total annual cost for alternate service (annual cost minus lock pouch allowance) 13,223.54

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared 04/04/2011																								
2. Post Office Name WEST STOCKHOLM		3. State and ZIP + 4 Code NY, 13696-9998																										
4. District, Customer Service ALBANY PFC	5. Area, Customer Service NORTHEAST	6. County St Lawrence	7. Congressional District 23																									
8. Reason for Proposal to Discontinue this is a small level 11 office. The office has PO Boxes and an intermediate rural route (21 boxes) from the Potsdam Post Office (Admin office)		9. PO Emergency Suspend (Reason and Date) No Suspension		10. Proposed Permanent Alternate Service																								
11. Staffing		12. Hours of Service																										
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: was promoted Occupied 06/25/2005 b. <input type="checkbox"/> OIC <input type="checkbox"/> Career <input type="checkbox"/> Non-Career c. Current PM POSITION Level (150)EAS-11 Downgraded from EAS-11 d. No of Clerks- 0 No of Career- 0 No of Non-Career- 0 e. No of Others- 0 No of Career- 0 No of Non-Career- 0		a. Time M-F 08:00 - 12:00, 13:00 - 16:45 Sat 08:00 - 11:45 Total Window Hours Per Week a. Lobby Time M-F 08:00 to 17:00 Sat 08:00 to 12:00 0.00																										
13. Number of Customers Served		14. Daily Volume (Pieces)																										
a. General Delivery 0 b. P.O. Box 107 c. City Delivery 0 d. Rural Delivery 0 e. Highway Contract Route Box 0 f. Total 107 g. No. Receiving Duplicate Service 0 h. Average No. Daily Transactions 38.30		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Mail</th> <th>Received</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr> <td>a. First-Class</td> <td>283</td> <td>39</td> </tr> <tr> <td>b. Newspaper</td> <td>100</td> <td>5</td> </tr> <tr> <td>c. Parcel</td> <td>4</td> <td>4</td> </tr> <tr> <td>d. Other</td> <td>0</td> <td>0</td> </tr> <tr> <td>e. Total</td> <td>387</td> <td>48</td> </tr> <tr> <td>f. No. of Postage Meters</td> <td></td> <td>0</td> </tr> <tr> <td>g. No. of Permits</td> <td></td> <td>0</td> </tr> </tbody> </table>			Types of Mail	Received	Dispatched	a. First-Class	283	39	b. Newspaper	100	5	c. Parcel	4	4	d. Other	0	0	e. Total	387	48	f. No. of Postage Meters		0	g. No. of Permits		0
Types of Mail	Received	Dispatched																										
a. First-Class	283	39																										
b. Newspaper	100	5																										
c. Parcel	4	4																										
d. Other	0	0																										
e. Total	387	48																										
f. No. of Postage Meters		0																										
g. No. of Permits		0																										
Finances a. FY		Receipts	b. EAS Step 1 PM Basic Salary (no Cola)	c. PM Fringe Benefits (33.5% of b.)																								
2008		\$ 38,878	\$ 33168	\$11,111																								
2009		\$ 31,969																										
2010		\$ 32,179																										
15a. Quarters																												
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 06/30/2014 Annual Lease \$ 6200 30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by) Located in: <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other Suitable alternate quarters available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																												
15b. Explain: No lease termination clause. Alternate quarters through Potsdam Post Office																												
17. Schools, Churches and Organization in Service Area: No: 0		19. Administrative/Emanating Office (Proposed):																										
		Name POTSDAM PO EAS Level 20 Miles Away 6.0 Window Service Hours: M-F 08:00 16:45 SAT 08:00 11:45 Lobby Hours: M-F 05:00 to 17:45 SAT 08:00 to 15:45 PO Boxes Available: 316																										
18. Businesses in Service Area: No: 0		20. Nearest Post Office (if different from above):																										
		Name NORWOOD PO EAS Level 16 Miles Away 6.0 Window Service Hours: M-F 08:00 16:45 SAT 08:00 11:45 Lobby Hours: M-F 07:30 to 17:00 SAT 08:30 to 12:30 PO Boxes Available: 375																										
21. Prepared by																												
Printed Name and Title NADINE TREMBLAY		Signature NADINE TREMBLAY		Telephone No. AC () (518) 452-4080																								
PO Discontinuance Coordinator Name NADINE TREMBLAY		Location ALBANY, NY																										



A. Office

Name: WEST STOCKHOLM State: NY Zip Code: 13696
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: St Lawrence
EAS Grade: 11 Finance Number: 359285
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 19. And the verification of new service type is complete.

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4080

Date: 04/05/2011
Fax No: (518)
464-7429



04/19/11

OIC/POSTMASTER

SUBJECT: WEST STOCKHOLM Post Office

Enclosed are questionnaires addressed to customers of the WEST STOCKHOLM Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 05/11/2011 for further review.

Nadine Tremblay
Post Office Review Coordinator
Enclosures



04/15/2011

POSTAL CUSTOMER
WEST STOCKHOLM POST OFFICE
WEST STOCKHOLM, NY 13696

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The Postmaster at the West Stockholm Post Office was promoted on 06/25/2005. The Office is being studied for possible closing or consolidation for the following reasons: This is a small level 11 office. The office has PO Boxes and an intermediate rural route (21 boxes) from the Potsdam Post Office (Admin office). Management initiated study to determine if regular and effective service can be provided through other means.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the Potsdam Post Office.

We estimate that carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the Potsdam Post Office, located 6.0 miles away. Hours of service at this office are 08:00 to 17:00, Monday through Friday, and 09:00 to 12:30 on Saturday. Post Office box service is available at this location at increased fees.

In addition retail services are also available at the Norwood Post Office, located 6.0 miles away. Hours of service at this office are 08:30 to 11:30 and 13:00 to 16:30, Monday through Friday, and 09:00 to 12:00 on Saturday.

I invite you to think about a possible change to rural route service. Please return the enclosed questionnaire by 05/11/2011 using the pre-addressed envelope provided or at the community meeting. Please be aware that, if we formalize a proposal, your questionnaire will become part of an official record and will be available for public viewing.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the West Stockholm Fire Hall, West Stockholm NY 13696 on Wednesday, May 11, 2011 from 6:00 pm to 8:00 pm to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call Nadine Tremblay at (518) 452-4085.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands", written over a series of horizontal lines.

JEFFREY SANDS
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992

Enclosures:
Questionnaire and return envelope Summary of Post Office Change Regulations,
Carrier delivery information CBU information sheet (when appropriate)



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the WEST STOCKHOLM Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Postal Services

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| a. Entering permit mailings | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. Resetting/using postage meter | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Nonpostal Services

- | | | |
|---|------------------------------|-----------------------------|
| a. Picking up government forms (such as tax forms) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. Using for school bus stop | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Assisting senior citizens, persons with disabilities, etc. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If yes, please explain:

- | | | |
|--------------------------------|------------------------------|-----------------------------|
| d. Using public bulletin board | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| e. Other | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☐ NO

If yes, please explain:



- If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service will compare to your current service?

☐ Better ☐ Just as Good ☐ No Opinion ☐ Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☐ Shopping
☐ Personal needs
☐ Banking
☐ Employment
☐ Social needs

5. Do you currently use local businesses in the community?

☐ Yes ☐ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Mailing Address

Name: _____

Address: _____

Telephone: _____

Date: _____

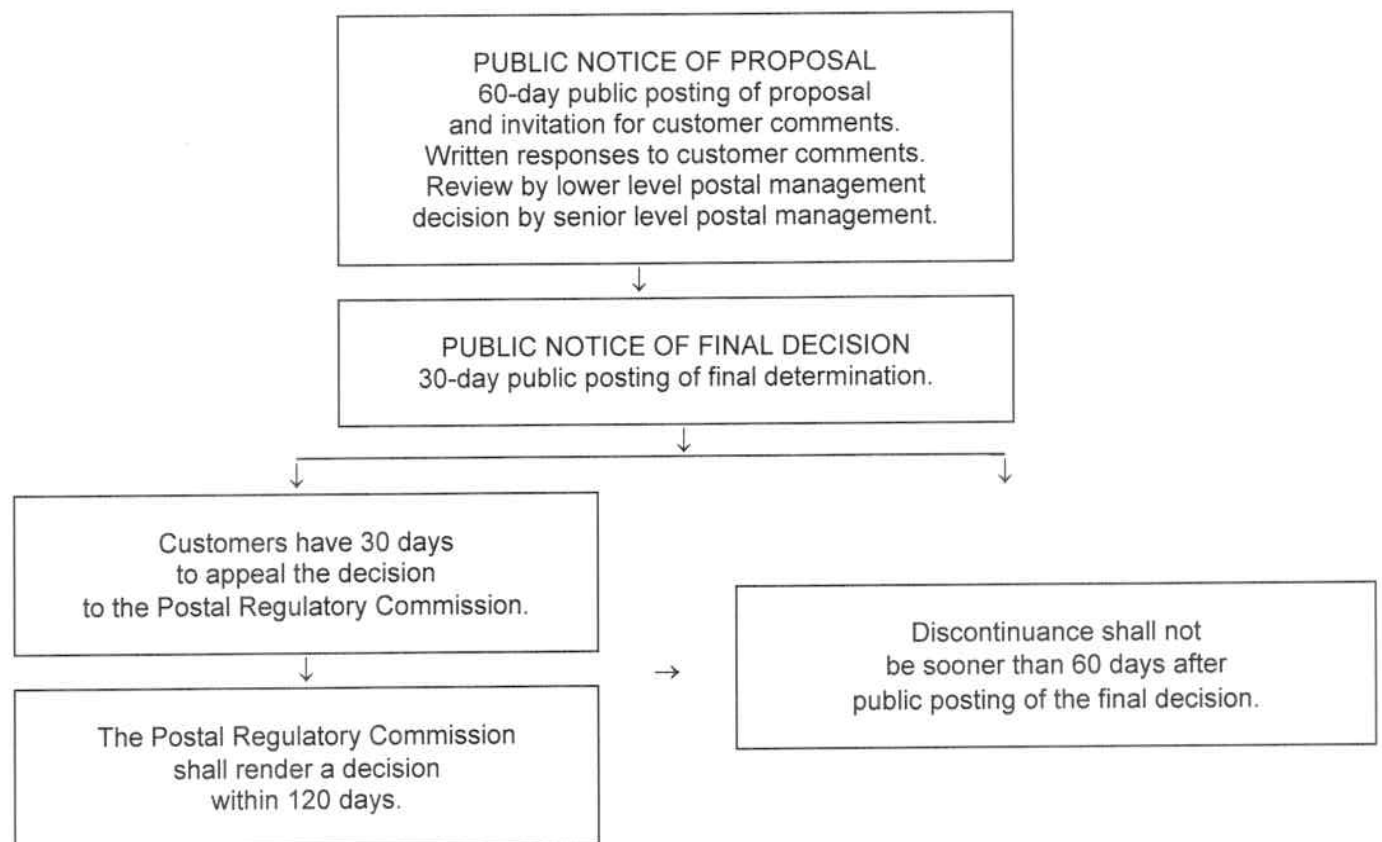
Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

SUMMARY OF POST OFFICE CHANGE REGULATIONS

Certain regulations based on federal law apply when postal managers propose to replace a Post Office with an alternate form of postal service. These regulations are designed to ensure that the reasons for proposing such changes in postal service are fully disclosed at a stage when customers can make helpful contributions toward a final decision. The full text of the statutory provisions appears in Title 39, *United States Code*, Section 404(b), while the implementing regulations appear in Title 39, *Code of Federal Regulations*, Part 241.3.

According to implementing regulations, an initial investigation and any subsequent formal proposal to discontinue a Post Office originate with postal field managers responsible for Post Offices in that area. The proposal must explain the services recommended as substitutes and the rationale that supports this recommendation. The written proposal is prominently posted for 60 days at affected Post Offices, along with an "Invitation for Comments," which formally invites customer comments. At the end of the 60-day comment period, additional review is made at lower and upper levels of postal management.

When a final decision is made at Postal Headquarters in Washington, DC, that decision is posted in affected Post Offices for 30 days, during which customers may appeal the decision to the Postal Regulatory Commission in Washington, DC. The Postal Regulatory Commission has 120 days to consider and decide an appeal. Even without an appeal, no Post Office may be closed sooner than 60 days after the public posting of the final decision.



Notice

Services at the
West Stockholm Post Office
are being studied for possible
discontinuance.

Postal Representatives will be at
the West Stockholm Fire Hall,
West Stockholm NY 13696 on
05/11/2011 from 6:00 PM to 8:00
PM to discuss alternative services
available to the community, the
service you now receive, and what
effect officially discontinuing the
West Stockholm Post Office will
have on customers and the
community.

We look forward to meeting with
you to discuss this important
matter.